



WASHINGTON HISTORIC PRESERVATION COMMISSION  
Regular Scheduled Meeting - Agenda  
Tuesday, August 7, 2012  
7:00 PM

**I. Opening of the meeting**

**II. Invocation**

**III. Roll call**

**IV. Old Business**

1. A request has been made by Mr. Pat Lovely for a Certificate of Appropriateness to remove a large Pecan Tree located in the rear yard of the property located at 144 East Main Street.

**V. Major Works, Certificate of Appropriateness**

**A. Major Works**

1. A request has been made by Mr. Richard Gertz for a Certificate of Appropriateness to add two (2) feet to the existing rear deck and extend the existing roof to cover the new deck on the structure located at 164 East Main Street.

**B. Minor Works**

1. A request has been made and approved by staff for a Certificate of Appropriateness for Mr. William Oden to replace the 5 ton ac unit in the rear of the structure located at 216 West Main Street.
2. A request has been made and approved by staff for a Certificate of Appropriateness to Ms. Carolyn Ganley to replace the asphalt roof shingles and gutters with like material on the structure located at 409 East 2<sup>nd</sup> Street.
3. A request has been made and approved by staff for a Certificate of Appropriateness for Mr. Glen Worthington to replace the roof HVAC with a similar unit on the structure located at 1 Harding Square.
4. A request has been made and approved by staff for a Certificate of Appropriateness for Mr. Larry Walker to replace the HVAC unit on the west side of the structure located at 216 West Main Street.
5. A request has been made and approved by staff for a Certificate of Appropriateness for Beaufort County to install an additional HVAC unit on the roof of the Seaboard Building located at 220 North Market Street.

**VI. Other Business**

1. Design Guidelines update
2. 312 East Water Street

**VII. Approval of Minutes – July 2, 2012**

**VIII. Adjourn**

# Old Business Major Works

*Tree Removal  
144 East Main Street*

# APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission  
Washington, NC

To: Washington Historic Preservation Commission  
102 East 2nd Street  
Washington, NC 27889

Please use Black Ink

Street Address of Property:

Pat Lovely 144 E. Main

Historic Property/Name (if applicable):

PM Moore Jr. Md

Owner's Name:

Pat Lovely

Lot Size:

\_\_\_\_\_ feet  
(width)

by

\_\_\_\_\_ feet.  
(depth)

Brief Description of Work to be Done:

Remove a 200yr Old Pecan tree in back yard

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
<b>ACTION</b>	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Pat Lovely

(Name of Applicant - type or print)

144 E. Main St

(Mailing Address)

(Zip Code)

833-0724

(Date)

(Daytime Phone Number)

(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until \_\_\_\_\_. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

(Minor Work Auth. Sig.)

(Date)

**Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give**

## Site: 1 LOT 144 EAST MAIN STREET



## Property Details:

PIN	01030198	GPIN	5675-87-9810
GPINLONG	5675-87-9810	NAME1	LOVELY PATRICIA N
NAME2		ADDR1	144 EAST MAIN STREET
ADDR2		CITY	WASHINGTON
STATE	NC	ZIP	27889
PROP_ROAD	144 E MAIN ST	ACRES	0
ACCT_NBR	893607	MAP_SHEET	567508
NBR_BLDG	2	DATE	2/8/2009
DB_PG	09E/64	LAND_VAL	44676
BLDG_VAL	165652	DEFR_VAL	0
TOT_VAL	210328	NBHD_CDE	B1HR
NBHD_DESC	B1 HISTORICAL	SUB_CDE	
SUB_DESC		STAMPS	0
SALE_PRICE	0	ZONE	B1H
LAND_USE		DISTRICT	01
PROP_DESC	1 LOT 144 EAST MAIN STREET	MBL	567508225
EXMPT_PROP	OA	EXMPT_AMT	105164
ROAD_TYPE	P		
CENSUS_BLK			
PREVASSESS	0		

DISCLAIMER: These maps and information either in digital or hardcopy format are provided solely as a public service and they do not meet surveying accuracy standards. This map data is prepared from the inventory of real property found within this jurisdiction and is compiled from recorded deeds, plats, and other public records and data. Users of any maps generated on this site are hereby notified that the aforementioned public primary information sources should be consulted for verification of the information contained on any maps. The county of Beaufort assumes no legal responsibility for the information contained on these maps.



**ADDRESS:** 144 East Main Street

**TAX PARCEL NUMBER:** 5675-87-9810

**CONTRIBUTING:** Yes

**CONTRIBUTING NUMBER:** 61      **NON-CONTRIBUTING NUMBER:**

**CURRENT OWNER:** Patricia Lovely

**FLOOD ZONE:** Yes

**SQUARE FOOTAGE OF STRUCTURE:** 2914

**WINDOW STYLE:** 1/1      Downstairs: same

**DOOR STYLE:**

**ROOF MATERIAL:** Tin

**DESCRIPTION:** Bridgeman-Stancil House. 2 story frame house with hipped roof, 1920s type porch. Built between 1916-1924.

**OTHER FEATURES:** (i.e. fences, accessory buildings, etc.): Garage- 1 S FR 26 x 16





## Edwards Tree Service Chocowinity, North Carolina

To whom it may concern,

<sup>Pecan</sup>  
~~oak~~

There is a large ~~oak~~ tree on the property of Mrs. Moore that needs to come down for the protection of the homeowner. The tree has stress cracks running up and down the length of the tree and it is leaning over Mrs. Moore's barn and her neighbor's house. It is imperative that this tree be removed as soon as possible as the stress cracks can cause the tree to give way at any moment.

Thank you for your concern,

Joseph Edwards

252-402-6669

A handwritten signature in black ink, appearing to read 'J. Edwards'.

**Adjacent Property Owners - 144 East Main Street**

Benjamin Clark  
116 N. Bonner Street  
Washington, NC 27889

Richard Gertz III  
164 East Main Street  
Washington, NC 27889

Elmo T. Carawan  
114 North Bonner Street  
Washington, NC 27889

Dr. Richard Young  
142 East Main Street  
Washington, NC 27889

Martha Matthews  
140 East Main Street  
Washington, NC 27889

Vickie Dotson  
620 Duck Creek Road  
Washington, NC 27889

Robin B. Turner  
145 East Main Street  
Washington, NC 27889

City of Washington  
PO Box 1988  
Washington, NC 27889



## REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: John Rodman, Planning and Development

Re: 144 East Main Street – Removal of Pecan Tree

A request has been made by Ms. Pat Lovely for a Certificate of Appropriateness to remove a Pecan tree in the rear yard of the property located at 144 East Main Street because of damage to the foundation. Please review the Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Subsection 4.1 Landscaping.

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

### *Possible Actions*

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Ms. Pat Lovely to remove a Pecan tree in the front yard of the property located at 144 East Main Street because of damage to the foundation. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Subsection 4.1 Landscaping.

***or***

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Ms. Pat Lovely to a Pecan tree in the front yard of the property located at 144 East Main Street because of damage to the foundation. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Subsection 4.1 Landscaping. I further move that the Historic Preservation Commission place the following conditions on the approval:

***or***

I move that the Historic Preservation Commission deny a Certificate of Appropriateness to Pat Lovely to remove a Pecan tree in the front yard of the property located at 144 East Main Street because of damage to the foundation. This motion is based on the following findings of fact: the application is not congruous with the Historic Preservation Commission Design Guidelines, specifically 4.0 Streetscape and Site Design Subsection 4.1 Landscaping.

# Major Works

## 164 East Main Street

# APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission  
Washington, NC

To: Washington Historic Preservation Commission  
102 East 2nd Street  
Washington, NC 27889

Please Use Black Ink

Street Address of Property: 164 East Main Street

Historic Property/Name (if applicable): N/A

Owner's Name: Richard Gertz III

Lot Size: N/A feet by N/A feet.  
(width) (depth)

List all properties within 100 feet; on both sides, in front (across the street), and to the back of the property: (If necessary, attach a separate sheet)

Brief Description of Work to be Done:

Extend existing deck out 2 feet even with inlaw suite (new outside post will be added)

Extend existing roof to cover the deck to allow for additional ceiling height inside

Materials will match existing materials on house

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
<b>ACTION</b>	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Richard Gertz  
(Name of Applicant - type or print)

164 East Main Street Washington 27889  
(Mailing Address) (Zip Code)

7/11/12  
(Date) (Daytime Phone Number)

*Richard Gertz*  
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until \_\_\_\_\_. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

\_\_\_\_\_  
(Minor Work Auth. Sig.) (Date)

**Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.**

**PROJECT CATEGORIES** (check all that apply):

- ☐ Exterior Alteration    ☐ Addition  
☐ New Construction    ☐ Demolition

**This document does not constitute the issuance of a Building Permit. It is the responsibility of the applicant to obtain all necessary permits before commencing work. Contact the Inspections Department at 252-975-9304.**

**SUPPORTING INFORMATION:**

Attach 8-1/2" x 11" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure that your application is complete. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. (Leave the checkbox blank if the item is not applicable).

- ☒ **Property Owners & Address.** Provide a list of property owners & addresses of all properties located within a 100' of the above subject property.
- ☐ **Plot Plan** (if applicable). A plot plan showing the relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences, walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey that you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.
- ☒ **Description of Materials** (provide samples if appropriate).
- ☒ **Photographs** of existing conditions.
- ☐ **Drawings** showing proposed work. Include one set of full size drawings when available.
  - ☒ **Plan** drawings.
  - ☐ **Elevation** drawings showing the new façade(s).
  - ☐ **Dimensions** shown on drawings.
  - ☐ **8-12" x 11" reductions** of full-size drawings. If reduced size is so small as to be illegible, make 8-1/2" x 11" snapshots of individual drawings on the bigsheet. Photocopy reductions may be obtained from a number of blueprinting and photocopying businesses.
- ☐ **State or Federal Tax Credits/Funds or CAMA Permits.** If you are applying for any of these programs, you must include a copy of your letter or permit from the State.
- ☒ **Black Ink.** Your application must be prepared in black ink on 8-1/2" x 11" sheets so that it can be copied for commission members. Applications prepared in blue, red, or other colored inks and/or pencil copy poorly and will not be accepted.

**(Office Use Only)**

Section (page)	Topic	Brief Description of Work
Chapter 3.0	Changes to Existing buildings	Extend deck and roof
Section 3.5	Roofs	



**ADDRESS:** 164 E. Main Street

**TAX PARCEL NUMBER:** 5675-87-9757

**CONTRIBUTING:** Yes

**CONTRIBUTING NUMBER:** 62      **NON-CONTRIBUTING NUMBER:**

**CURRENT OWNER:** Richard Gertz III

**FLOOD ZONE:** Yes

**SQUARE FOOTAGE OF STRUCTURE:** 2468

**WINDOW STYLE:** 6/6      Downstairs: same

**DOOR STYLE:** 4 Panel Colonial

**ROOF MATERIAL:** Asphalt Shingles

**DESCRIPTION:** Alfred Styron House. 2 story late 19<sup>th</sup> century plain gable end frame house.

**OTHER FEATURES:** (i.e. fences, accessory buildings, etc.): Garage- 1 S 33 x 18

## Site: 1 LOT 164 EAST MAIN STREET



## Property Details:

PIN	01021808	GPIN	5675-87-9757
GPINLONG	5675-87-9757	NAME1	GERTZ RICHARD H III
NAME2		ADDR1	164 E MAIN STREET
ADDR2		CITY	WASHINGTON
STATE	NC	ZIP	27889
PROP_ROAD	164 E MAIN ST	ACRES	0
ACCT_NBR	896755	MAP_SHEET	567508
NBR_BLDG	2	DATE	1/9/2009
DB_PG	09E/10	LAND_VAL	77380
BLDG_VAL	70309	DEFR_VAL	0
TOT_VAL	147689	NBHD_CDE	B1HR
NBHD_DESC	B1 HISTORICAL	SUB_CDE	
SUB_DESC		STAMPS	0
SALE_PRICE	0	ZONE	B1H
LAND_USE		DISTRICT	01
PROP_DESC	1 LOT 164 EAST MAIN STREET	MBL	567508226
EXMPT_PROP		EXMPT_AMT	0
ROAD_TYPE	P		
CENSUS_BLK			
PREVASSESS	0		

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BOARD OF E&R 5/5/87 ADJUSTED 89  
TRANSFER-CHARLES P FRANKLIN  
DEC-BY  
WILL.



164 East Main Street

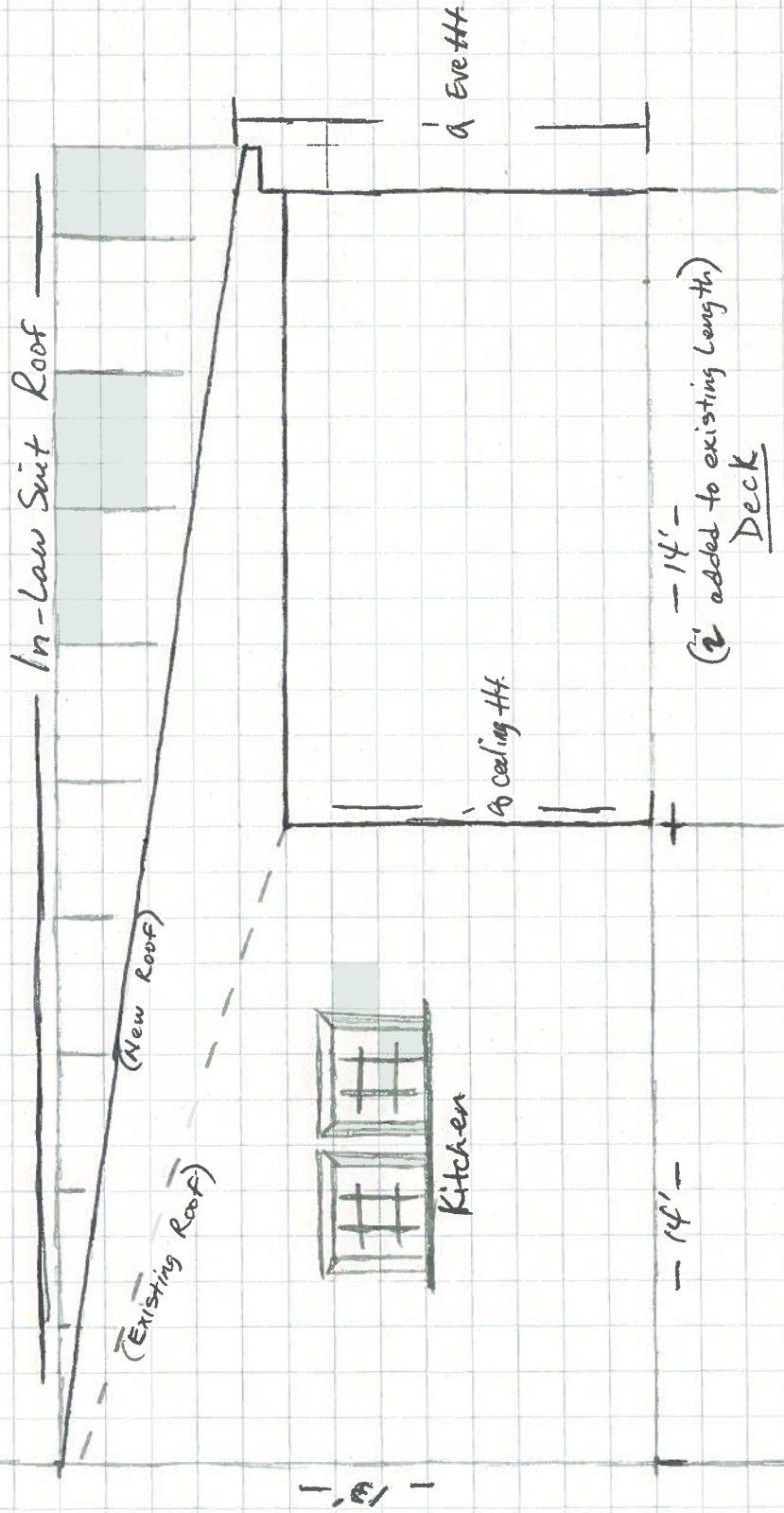








- Deck extended 2' out even w/ In-Law Suit (New Outside Posts added)
- Approx. 1.5 - 2:12 pitch
- Ceiling Ht. from Kitchen will extend out same for ceiling Ht. in Deck - 8'
- Eave Ht - 9'



**Adjacent Property Owners – 164 East Main Street**

Robin Turner  
145 East Main Street  
Washington, NC 27889

Martha H. Matthews  
140 East Main Street  
Washington, NC 27889

Lillian J. Phillips  
PO Box 2611  
Washington, NC 27889

Vickie C. Dotson  
620 Duck Creek Road  
Washington, NC 27889

St. Peters Episcopal Church  
101 North Bonner Street  
Washington, NC 27889

Richard M. Young  
142 East Main Street  
Washington, NC 27889

Elmo Carawan Jr.  
114 North Bonner Street  
Washington, NC 27889

Benjamin Clark  
116 N. Bonner Street  
Washington, NC 27889

Pat Lovely  
144 East Main Street  
Washington, NC 27889

## REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: John Rodman, Planning and Development

Re: 164 East Main Street – Roof Addition & Deck Extension

A request has been made by Mr. Richard Gertz for a Certificate of Appropriateness to add two (2) feet to the existing rear deck and extend the existing roof to cover the new deck on the structure located at 164 East Main Street. Please review the Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings Subsection 3.5 Roofs and Subsection 5.4 Decks.

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

### *Possible Actions*

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Richard Gertz to add two (2) feet to the existing rear deck and extend the existing roof to cover the new deck on the structure located at 164 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings Subsection 3.5 Roofs and Subsection 5.4 Decks.

***or***

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Richard Gertz to add two (2) feet to the existing rear deck and extend the existing roof to cover the new deck on the structure located at 164 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings Subsection 3.5 Roofs and Subsection 5.4 Decks. I further move that the Historic Preservation Commission place the following conditions on the approval:

***or***

I move that the Historic Preservation Commission deny a Certificate of Appropriateness to Mr. Richard Gertz to add two (2) feet to the existing rear deck and extend the existing roof to cover the new deck on the structure located at 164 East Main Street. This motion is based on the following findings of fact: the application is not congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings Subsection 3.5 Roofs and Subsection 5.4 Decks.

# Minutes

## July 2, 2012

**WASHINGTON HISTORIC PRESERVATION COMMISSION**  
**Regular Scheduled Meeting – Minutes**  
**Monday, July 2, 2012**  
**7:00 PM**

**Members Present**

Judi Hickson      Kasey Stone  
Ed Hodges      Victoria Radar

**Members Absent**

James Coke  
Jerry Creech  
Rebecca Clark

**Others Present**

John Rodman, Planning Director  
Jessica Selby, Administrative Support

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**I. Opening of the meeting**

The Chairman called the meeting to order.

**II. Invocation**

A moment of silence was observed.

**III. Roll Call**

A silent roll call was taken by staff.

**IV. Old Business**

1. A request has been made by Ms. Pat Lovely for a Certificate of Appropriateness to remove a large Pecan Tree located in the rear yard of the property located at 144 East Main Street.

Richard Young, resident of 142 East Main Street, spoke in favor of Ms. Lovely's request.

Being that the Applicant was not present, Ed Hodges motioned to continue the item until the next scheduled meeting. Judi Hickson seconded the motion. All voted in favor.

2. A request has been made by Philip Broome for a Certificate of Appropriateness to construct an 8' x 14' storage building in the rear yard located at 612 West Main Street. The building will match the house in style and materials.



Mr. Broome came forward and was sworn in. He explained that he planned on building a small storage building similar to the outhouse at the old Warren house. He explained that there was an existing concrete slab there where a dog pen was previously located. Mr. Broome stated that the building would be painted the same color as his house. He presented the Commission with a materials list and a picture of what he intends to build. He explained that he would like to use hardi-board siding and a tin roof. He stated that all the windows would be wood and as of right now he planned on using a wood door also. Ms. Hickson asked Mr. Broome why he had made the building two stories. He explained that it is not actually two stories, but was built tall enough to have a shelf space for additional storage. Ms. Hickson asked how tall the structure was going to be. Mr. Broome stated that he did not know exactly. Mr. Rodman explained to the Commission that the structure does meet all zoning codes as far as setbacks and the height of the structure. Ms. Stone stated that she wished Mr. Broome had a picture of the outbuilding that he wished to mimic. Mr. Rodman stated that Mr. Broome is requesting to use lap siding to match the house and a standing seam metal roof.

The Chairman opened the floor. There being none coming forward the floor was closed and the Commission discussed the request amongst themselves. Ms. Stone stated that the Commission has allowed hardi-board on accessory buildings or new construction that is not on the front façade. Mr. Hodges stated that there was no one present to speak against the request and it meets all the guidelines.

Ed Hodges made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Philip Broome to construct a 12'x14' storage building in the rear yard to match the existing house located at 612 West Main Street. The building will be placed on an existing concrete slab. This motion is based on the following findings of fact: The application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings Subsection 3.12 Outbuildings and Accessory Structures. His motion was seconded by Judi Hickson. All voted in favor and the motion carried.

## **V. Major Works, Certificate of Appropriateness**

### **A. Major Works**

1. A request has been made by Mr. Charles Allen for a Certificate of Appropriateness to replace the metal roof with architectural shingles on the structure located at 218 Fleming Street

Mr. Charles Allen came forward and was sworn in. Mr. Allen explained to the Commission that he would like to replace his roof with metal, not with architectural shingles. He asked if metal is approved. Mr. Stone informed him that metal is a material that is approved by the Commission. Mr. Allen explained that he would not be able to duplicate the metal exactly, but would like to replace it with a wood block metal. The Commission discussed the request and John Rodman

explained that if Mr. Allen wanted to use metal his request could be moved to minor works. Mr. Allen asked if there was a color requirement and Ms. Stone explained that the HPC did not regulate color but would appreciate it if Mr. Allen used a color that was complementary to the district. The request was moved from major works and approved with the minor works.

2. A request has been made by Mr. Tomp Litchfield for a Certificate of Appropriateness to replace the rotten and damaged wood windows with vinyl windows that match existing windows on the 2<sup>nd</sup> floor apartment of the structure located at 131 East Main Street.

Mr. Litchfield came forward and was sworn in. He explained that he owned the building at 131 and 133 East Main Street. He stated that 131 is an apartment and he does currently have a tenant up there. He explained that he has replaced these windows before with custom made wood windows. Mr. Litchfield explained that since they need to be replaced again he would like to go with vinyl replacement windows that would be appropriate for the historic district. He explained that the current wooden windows are not energy efficient. Mr. Rodman informed the Commission that the current wooden windows have been replaced twice, so these are not the original windows on the building. Mr. Litchfield informed the Commission that the current wooden windows are rotten and debris is actually blowing in from the outside. Ms. Hickson asked if the windows on the east side were vinyl. Mr. Litchfield informed her that they are all wood. Ms. Stone asked if the replacement windows would be the exact same style as the existing ones. Mr. Litchfield stated that if he could get the exact style window he would. He explained that he did not plan on doing something that would embarrass him in front of the Commission. He stated that once he had an exact drawing he could take it to Mr. Rodman. Mr. Litchfield explained that this is something that needs to be fixed immediately.

The Chairman opened the floor for anyone who wished to speak for or against the request. There being none coming forward the floor was closed.

Mr. Hodges stated that he sympathized with Mr. Litchfield, but it looked to him that 3.4.3 in the guidelines prevents him from using vinyl. He explained the 3.4.3 states: if replacement of a window or door unit is necessary the new unit should match the original in size, scale, material, detail, and pane or panel configuration. Mr. Rodman again explained that these windows have been replaced with wood twice now and have not worked. Mr. Rodman explained that they do allow vinyl windows to be used on second floors. He directed the Commission members to guideline 3.8.4 which states: If replacement of an upper façade feature is necessary, replace the deteriorated element with a new element and design that matches the original in size, scale, design, proportion, detail, and material, if possible. He also referred to 3.8.7 that states: Original windows on upper floors that are located on rear or non-character-defining elevations may be repaired, or replaced with vinyl-clad windows that match the originals in design, size proportions and detail. Mr. Rodman pointed out the fact that these are not the original windows and they do not want someone coming back every 3 or 4 years replacing windows that are not working. Ms. Hickson stated that the wooden windows are not working and this is

where she believes the Commission needs to step up and think the request through before they deny the request due to the guidelines. Mr. Litchfield stated that right across the street from him building there is a building that had the same problem and due to the cost to replace the windows with wood they have just boarded up the windows. He stated that they have to determine what looks more pleasing to the district. Ms. Stone stated that 3.4.3 does seem to address residential property and 3.8 does apply to commercial buildings like this one. She referred to 3.8.7 which refers to non-character-defining elevations. She explained that this guideline does give the Commission some leeway. Ms. Hickson stated that she felt they needed to go with what makes sense. The Commission discussed the fact that the windows are on the second floor and are not character defining windows. Ms. Stone stated that she personally did not think anyone would notice the change being that the windows are so high up. She explained that they are not on the rear façade, but the Commission has the ability to determine if it is a character defining elevation.

Ed Hodges made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Tomp Litchfield to remove and replace the wood windows with vinyl-wood windows that match existing windows on the 2<sup>nd</sup> floor apartment of the structure located at 131 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Design Guidelines, specifically Section 3.0 Changes to Existing Buildings Subsection 3.8 Windows and Doors. His motion was seconded by Judi Hickson. All voted in favor and the motion carried.

3. A request has been made by Mr. Mark Kucas for a Certificate of Appropriateness to replace the existing windows with vinyl windows that match existing windows on the structure located at 717 West Main Street. The building is a non-contributing structure.

Ms. Julie Kucas came forward and was sworn in. She explained that her husband and she own the apartment building at 717 West Main Street. She informed the Commission that they wished to replace the windows with vinyl windows. She stated that there are four apartments in the building and they wished to start with the apartment that is currently empty and then continue with the other apartments. She stated that the wooden windows are drafty and she believed the building was built in 1943 and the currently windows are the original wood windows. Ms. Radar stated that currently the windows are nine over one and asked if the replacement windows would match the original. Ms. Kucas stated that they would match. Mr. Rodman reminded the Commission that the mutttons must be permanent, not the snap on kind.

The Chairman opened the floor and none came forward. The Commission discussed the request amongst themselves. Ms. Stone asked how requests like this for a non-contributing structure have been addressed in the past. Mr. Rodman stated that they have been addressed different ways. Mr. Rodman also pointed out that the addition on the building already has vinyl windows.

Judi Hickson made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Mark Kucas to remove and replace the wood windows with vinyl-wood windows with permanent mutttons that match existing windows on the structure located at 717 West Main Street. The building is a non-contributing structure. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 3.0 Changes to Existing Buildings Subsection 3.4 Windows and Doors. The motion was seconded by Ed Hodges. All voted in favor and the motion carried.

4. A request has been made by Mr. Richard Klan for a Certificate of Appropriateness to remove 5 trees located in the rear yard of the property located at 239 East Main Street. The Pecan tree is causing structural damage and the Pine trees are diseased and pose a serious threat.

Mr. Klan came forward and was sworn in. He explained that there are some large trees in his back yard that they feel need to come down. He stated that the Pecan tree is no longer fruit bearing and has not been bearing for more than ten years. Mr. Klan explained that this large tree is up against an outbuilding in the back yard. He presented the Commission with photographs of the tree. He explained that the trunk of the tree is contacting and pressing on the roof and the rotten structure is invading the structure under the building. He stated that inside the building the cement slab is cracking and lifting up. Mr. Klan explained that this outbuilding is a historically significant building and gave a brief historic background of the outbuilding. Mr. Klan stated that the tree does present a safety hazard and has grown beyond the size you like to have on a residential lot. He explained that it endangers the surrounding neighbors and the structures. Mr. Klan then moved on to the four pine trees. He explained that the trees are very large and they have been told that they are of a none native variety. He stated that they do present a storm damage threat because they are near their residence and near their neighbor, Bobby Roberson's residence. Mr. Klan then presented a letter from Mr. Whitesell with Universal Landscaping that discussed some of the issues with the trees. Mr. Klan explained that after removing these 5 trees there will still be 25 trees in the yard that Mr. Klan and his wife have planted. He state the other trees have grown so that they feel these 5 trees can be removed. He informed the Commission that he has received verbal support from his neighbor Helen Myer as well as Bobby Roberson. Ms. Stone thanked Mr. Klan for such a complete application.

The Chairman opened the floor and none came forward. Ms. Stone did say that once a tree is taken down the Commission usually requires the owner to replace the tree. She explained that the Klan's have planted numerous trees and if the Commission feels that this meets that requirement then the Commission can waive that requirement. The Commission agreed that it more than meets the requirement.

Ed Hodges made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Richard Klan to remove 5 trees located in the rear yard of the property located at 239 East Main Street. The Pecan tree is causing structural damage and the Pecan trees are diseased and pose a serious threat. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Subsection 4.1 Landscaping. I further move that it is not necessary to replace the trees due to the number of trees already planted at the address. His motion was seconded by Victoria Radar. All voted in favor and the motion carried.

5. A request has been made by Ms. Vicki Dotson for a Certificate of Appropriateness to remove a tree located in the rear yard of the property located at 101 South Bonner Street. A portion of the tree was damaged during Hurricane Irene and fell.

Ms. Dotson came forward and was sworn in. Ms. Dotson explained that this magnolia tree did significant damage to her neighbor's home. Ms. Dotson then read a letter of support from that neighbor, Collie Hodges. Ms. Dotson also presented the Commission with a letter from a tree surgeon giving his evaluation of the tree and recommending removal. Ms. Dotson stated that in the pictures it looks like the tree is damaged at the bottom and she would like to take it down. Ms. Stone asked if Ms. Dotson had any room for another tree if the Commission required her to replace the tree. Ms. Dotson stated that she could replace the tree if necessary.

The floor was opened for public comment. Ms. Klan asked what type of tree the Commission would like Ms. Dotson to plant. Ms. Stone stated that they just ask that the tree is appropriate to the Historic area and a miniature tree would be fine. The floor was closed.

Victoria Radar made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Ms. Vickie Dotson to remove a damaged Magnolia tree at the rear of the property located at 101 South Bonner Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Subsection 4.1 Landscaping. Her motion was seconded by Ed Hodges. All voted in favor and the motion carried.

## **B. Minor Works**

1. A request has been made and approved by staff for a Certificate of Appropriateness for Mr. Mark Everett to add an aluminum frame storm door on the front of the structure located at 734 West 2<sup>nd</sup> Street.



2. A request has been made and approved by staff for a Certificate of Appropriateness to Mr. Kit Yeung to replace a portion of the rotten wooded porch boards with like material on the structure located at 509 East 2<sup>nd</sup> Street.
3. A request has been made and approved by staff for a Certificate of Appropriateness for Mr. Jim Fortescue to replace the roof with same type of material on the structure located at 114 East 2nd Street.
4. A request has been made and approved by staff for a Certificate of Appropriateness for Mr. Fred Read to replace the damaged flooring with like materials on the front porch of the structure located at 516 East 2<sup>nd</sup> Street.
5. A request has been made and approved by staff for a Certificate of Appropriateness for the City of Washington to replace 730' of damaged boardwalk with like materials on the wooden walkway beginning at the NC Estuarium.

Ed Hodges made a motion to approve all minor works. His motion was seconded by Judi Hickson. All voted in favor and the motion carried.

#### **VI. Other Business**

1. Design Guidelines update

John Rodman informed the Board that the Design Guideline subcommittee would meet before the next scheduled HPC meeting and he would have an update for the HPC at the next meeting.

Ms. Hickson asked Mr. Rodman to go by and look at the project they approved on Short Drive. She stated that she is concerned about the size of the addition and wanted to make sure it was the plans that the Commission approved.

#### **VII. Approval of Minutes – June 5, 2012**

Ed Hodges motioned to approve the June minutes. His motion was seconded by Judi Hickson. All voted in favor and the motion carried.

#### **VIII. Adjourn**

There being no further business the meeting was adjourned.